

AA-50-71; Aev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOR RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—! for instructions on completing this form. Forward signed-original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention: Scheduling S	Section.									
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE								
Application Date	Georgia Ports Authority	Application Number								
5/4/83	Operations Division, Railroad Departmen	1t 83-837								
Application Number	Post Office Box 2406	Date Received Date Completed								
107	Savannah, Georgia 31402	7444								
	Working Title	1303								
2. Person to Contact	Telephone Number									
Kenny Robertson Superintendent 912-964-3807										
3. Action Requested										
a- XI Establish Retention Schedule; record will continue to accumulate. b.  Dispose of present accumulation; no further accumulation anticipated.										
c. Amend Application No Check One: 3 Change;										
4. Datas of Series	5. Records Series Title (followed by title used in office;	<u> من من من من من من برخوا که در کاران باز باز کاران کاران</u>								
Zarliest Latest										
1980   To Date	Railroad Yard Office General Correspond	lence File								
5. Division and Office Function What is the function of the Division and the Office in which this record series is created?										
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The Railroad Depart	ment of the Operations Division is respons	sible for the transporting of								
e commodities according the annicable TCC AAR	ng to ship schedule and manpower/equipment and other traffic rules and regulations.	availability. Adheres to								
regulations.	and other traffic rules and regulations.	AISO adheres to TRA								
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7. Record Series Description	. Record Series Description  This file contains the following documents (include form numbers and titles, if any):  Attach samples of the file.									
Documents relating to:	Activities of the Railroad Administrati	ve Office for G.P.A. as well								
	as activities throughout the Port.									
Included are:	Interoffice and other correspondence of	Port daily activities.								
		•								
	•									
-										
File is arranged:	Chronologically									
File is arranged.	Chronologically									
		7. 7								
8. Monthly Reference Rate	How often are records referred to which are:									
1	$\frac{\text{aily}}{\text{out}}$ ; Seven to twelve months old $\frac{12}{\text{out}}$ ; Thirte	en to twenty-rour months old;								
twenty-five months and olde										
9. Annual Rate of Accumulation Letter-size drawers	on of Records	; Other (specify)								
Cutter - 3150 G. G.4401 3	manners and an arrow of annual formation of the same o									
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(Over)

YES	NO	10. Questionnaire	(Place an "X	(" in the proper a	olumn)			
x		a. Is this the offi		series?			, **	
	x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
	х	c. Is this a vital re	ecord? :	<del>- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1</del>			1	
	х	d. Does this serie		or long term rese	earch value?			
	x	e. When one or to		n the file make it	necessary to keep the entire	file for a long period, co	ould these	
	x				oublished? If yes attach or	Vince .		
		f. Is the information contained in this series ever published? If yes, attach coov.						
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach cooy.						
	х	If yes, where?		eries in your offic	te, or in another office or ag	ency?	**************************************	
	¥_			on of it regularly			· · · · · · · · · · · · · · · · · · ·	
	لتعسا			1 a computer prin				
11.	Retent	ion Requirements	Ţ Th	e following requir	res the series to be kept:			
	a Sta	te Law	1	years.	d. Audit period		years.	
		tute of limitation		years.	e. Administrative	Read	2 years.	
,		teral law		years.	f. Federal retenti		years.	
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4		copy or excerpt of	· ·			1		
•				•	policies and proceed	•	-	
	out	or necessity in	n referenci	ig activities	of the Railroad De	partment from day	to day.	
		•					1.	
-	4	und Olempialan Inda						
12.	ADDIO	ved Disposition Inst			nends that the file series be o		•	
				Calendar Year; [	🛘 Fiscal Year; 🖂 Other 🔔		then,	
				2	4.5	•		
	Hold in the current files areamonth(s) year(s); then							
	<ul> <li>Transfer to local holding area, holdyear(s); then</li> <li>Transfer to State Records Center; holdyear(s); then</li> </ul>							
		stroy.	ius Center, note	у у ч	n (2), then			
		insfer to State Archi	ves for permane	ent retention				
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İ	These	instructions apply t	o all prior and f	uture accumulation	ons of the series.			
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Ager	icy He	ad/Designee /Signa	ture)	Date	Recepts Management Off	icer (Signature)	Date	
	0	8 los		5/18/83	( Maelen	1/1	5-4-83	
					State Records Co	mmittes (Signature)	Date	
Reco	mmer	ndations in para-						
grapi	h 12 ai	re approved.	State Aud	litor/Designee	1 1000	rel	6-6-83	
(If disapproved, attach letter								
of explanation.) Secretary of State/Designee Cawan well as 1753								
Attorney General/Designee								
1		e de la companya de l	Attorney G	eneral/Designee	1 mills	helf don't	64-87	